

FOR BOARD USE ONLY

Amount Submitted _____

Date _____

Receipt # _____



FOR BOARD USE ONLY
Certificate Number _____
Date Issued _____
Applicant No. _____

GEORGIA STATE BOARD OF PROFESSIONAL ENGINEERS & LAND SURVEYORS

237 Coliseum Drive • Macon, Georgia 31217 • (478) 207-2440

www.sos.ga.gov/plb/pels/

APPLICATION FOR CERTIFICATE AS AN ENGINEER IN TRAINING

Application Fee \$20 (non-refundable)

License Type: ENGINEER IN TRAINING

Additional License Types (currently or previously issued by the Georgia Professional Licensing Boards):

Date_____

Method Obtained by: Applicant is applying for above referenced license by: Examination

Name as desired on License: _____

First	Middle	Last

Name as shown on exam records or transcripts (if different)			
	First	Middle	Last

Social Security Number_____

*This information is authorized to be obtained and disclosed to state and federal agencies pursuant to O.C.G.A. § 19-11-1 *et seq.* and O.C.G.A. § 20-3-295 *et seq.*, 42 U.S.C.A. § 551 AND 20 U.S.C.A. § 1001.

Date of Birth _____ **Place of Birth** _____

Physical Address				
Number and Street	Apt. No	City/State	Zip	
<i>P.O. Box not acceptable</i>				

Mailing Address				
(if different)	Number and Street	Apt. No	City/State	Zip

Telephone Number Day	Telephone Number Evening
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E-Mail Address

Acknowledgement of your application will be sent by email. Also, if further information is needed, email is the most efficient way for Board staff to contact you so that your application can be processed in the most efficient manner. Your email address will not be shared with any third party.

Affiliation: Name of firm _____ Position _____

Physical Address				
Number and Street	Apt. No	City/State	Zip	
<i>P.O. Box not acceptable</i>				

Mailing Address				
(if different)	Number and Street	Apt. No	City/State	Zip

I am a U.S. citizen.

____ **I am not a U.S. citizen**, but am a qualified alien under the federal Immigration and Naturalization Act, and I am lawfully present in the United States. (Complete attached form)

<p style="text-align: center;">STATE OF GEORGIA</p> <p style="text-align: center;">BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS</p>	<p style="text-align: center;">ATTACH PHOTO HERE</p> <p style="text-align: center;">Please use photo taken within the last 90 days</p> <p style="text-align: center;">The photo should be clear, may be black and white or color, and should be sized to fit the space on the application</p>	<p style="text-align: center;">**BOARD USE ONLY**</p> <p>Date Rec'd _____</p> <p>Fee Rec'd _____</p> <p>Re-Application: Date Rec'd _____ Certificate No. _____ Date Issued _____</p>
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**APPLICATION FOR CERTIFICATION
ENGINEER-IN-TRAINING**

APPLICANT MUST ANSWER ALL FOUR (4) QUESTIONS

HAVE YOU EVER APPLIED TO THIS BOARD PRIOR TO THIS APPLICATION? (Circle One) YES NO

IF YES, WHAT TYPE APPLICATION? (Circle type of application) EIT PE LSIT LS

GIVE DATE AND STATUS OF THAT APPLICATION _____

HAS ANY PROFESSIONAL LICENSE GRANTED TO YOU BEEN REVOKED, SUSPENDED OR OTHERWISE SANCTIONED, OR HAVE YOU EVER BEEN DENIED LICENSURE BY ANY BOARD OR AGENCY IN GEORGIA OR ANY OTHER STATE?

(Circle One) YES NO If yes, explain on a separate sheet.

HAVE YOU SERVED IN THE U.S. ARMED FORCES? (Circle One) YES NO IF SO, GIVE DATES _____

HAVE YOU EVER BEEN CONVICTED AND SENTENCED, PLED GUILTY TO, PLED NOLO CONTENDERE TO, OR BEEN GIVEN FIRST OFFENDER STATUS FOR THE COMMISSION OF A FELONY, MISDEMEANOR, OR AN OFFENSE OTHER THAN A MINOR TRAFFIC VIOLATION? (DWIS & DUIS ARE NOT MINOR TRAFFIC VIOLATIONS) (Circle One) YES NO

*IF YOU ANSWERED "YES", YOU MUST SUBMIT TO THE BOARD THE FOLLOWING: A) A COPY OF THE CONVICTION/SENTENCING DOCUMENT(S) FROM THE COURT BEFORE WHICH YOU WERE CONVICTED AND SENTENCED, SIGNED BY THE PRESIDING JUDGE, AND SHOWING SAID CONVICTION AND SENTENCE; AND, IF APPLICABLE, B) A STATEMENT (ON OFFICIAL LETTERHEAD) FROM YOUR PROBATION/PAROLE OFFICER REGARDING YOUR CURRENT STATUS/COMPLETION OF ANY PROBATION/PAROLE.

RECORD OF EDUCATION

High School: _____
(Name & Location) (Years Attended) (Year of Graduation)

University, College, Technical Institute or other post-high school education:

(Name & Location) (Years Attended) (Degree) (Year of Graduation)

Have you ever applied to this Board for registration before: [] Yes [] No
If YES, check type of application that you made: [] EIT [] PE [] LS [] LSIT Determination: _____

Date previously applied: _____

Section 3: Record of Work Experience

NOTE: If you are applying under O.C.G.A. 43-15-8(3), not having acquired an engineering degree, related science degree, or ABET accredited technology degree, you must list your experience in Section 3, and complete the Professional Engineer Endorsement Forms, one form for each engagement listed in Section 3. Endorsement Forms may be downloaded from the Board website at www.sos.state.ga.us/plb/pels.

Eng. #	Company Name	Your Title	Name/Address Of Supervisor	Part Time (Y/N)	From	To	Total Months	%	Qex	%	Qex	%	Qex
School Name:				Education Total:									
Degree/Date of Grad:			ABET:	Non-ABET:	Experience Total:								
School Name:				Total Months:									
Masters Degree/Date of Grad:					Board Member's Initial: Date:								
Other:													

REFERENCES

An application shall contain the names of not less than five persons, not related to the applicant by blood or marriage, of whom at least three shall be professional engineers having personal knowledge of the experience on which the applicant predicates his qualifications. Refer to O.C.G.A. 43-15-15(d).

I certify that I have been personally acquainted with the applicant since the year indicated opposite my name; that I have read the foregoing statements, which so far as known to me are correct; that I believe the applicant to be of good character and repute; and I hereby recommend the applicant to the Georgia State Board of Registration for Professional Engineers and Land Surveyors as entirely worthy of consideration for certification as an Engineer-In-Training in the State of Georgia pursuant to law.

NAME (sign and print name underneath)	ADDRESS (include number and street name)	REG. NO. & STATE (If Registered)	HAVE KNOWN APPLICANT SINCE
.....			
.....			
.....			
.....			
.....			
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AFFIDAVIT			

_____ being duly sworn, says that he/she is the person who is referred to in the
 (Applicant's Name)
 foregoing application for certification as an Engineer-In-Training in the State of Georgia and that the statements and representations therein contained are true in every respect. If applying through a school, I hereby authorize the Georgia Board of Registration for Professional Engineers and Land Surveyors to release my score to the school.

Sworn to before me this _____ day of

State of Georgia

_____, 19 _____

County of _____

 (Notary Public)

 (Signature of Applicant/Date)

SEAL

My Commission Expires: _____

IMPORTANT NOTICES

COMPLETE APPLICATION PACKAGE

Effective immediately, all Application supporting information (verifications, endorsements, references and transcripts) must be enclosed with the completed application and mailed to the Georgia State Board of Registration for Professional Engineers and Land Surveyors at 237 Coliseum Drive, Macon, GA 31217.

The applicant will now be responsible for gathering the information from his/her endorsers, college(s) and other state boards.

1. Have each agency/institution/person send the item directly to you (the applicant), in a sealed envelope, signing the back flap of the envelope to ensure no tampering.
2. Gather all sealed envelopes along with your application and send the entire package to the office of the Georgia State Board of Registration for Professional Engineers and Land Surveyors.
3. If the application is incomplete or one of your items is missing or opened, the entire package will be returned to you.

Note read before filling out Section III:

You must provide to the Board endorsements/references from at least five separate individuals, at least three of which must be currently licensed as a professional engineer. You must provide endorsements from all engagements listed in section III Experience. If the company has closed, or merged with another company and you are unable to obtain verification or reference please complete the endorsement form listing everything you did at that company and in the blank space provided write "company closed." If the company is open but you are unable to contact anyone who knows you, then send it to the Human Resource Department for work dates verification.

Instructions for EIT Exam Applicants

Note: Please read the instructions sheet, the Board Laws and Rules before calling the Board office.

Either type or print neatly and legibly on this application. Illegible and incomplete applications will be returned to you.

**Effective Immediately: The Complete Application and all supporting information (verifications, endorsements, references and transcripts) must be mailed to the Georgia State Board of Registration for Professional Engineers and Land Surveyors at:
237 Coliseum Drive, Macon, GA 31207.**

The applicant will now be responsible for gathering the information from his/her endorsers, college(s) and other state boards.

1. Have each agency/institution/person send the item directly to you (the applicant), in a sealed envelope, signing the back flap of the envelope to ensure no tampering.
2. Gather all sealed envelopes along with your application and send the entire package to the Georgia State Board of Registration for Professional Engineers and Land Surveyors office.
3. Send a stamped self-addressed envelope along with the Acknowledgement Letter.
4. If all is in order, the Board office staff will return the Acknowledgement Letter to you with a receipt date. **This is in preparation for your file to be reviewed by the Board.**
5. If the application is incomplete or one of your items is missing or opened, the entire package will be returned to you.

Section 1: General Information

Name: Last name first.

Address: Preferred *permanent* complete mailing address.

If you have served in the Armed Forces, submit a DD-214, or other proof of service.

If you were previously approved for an exam and two years have passed since your first scheduled offering, you may be allowed to sit for the exam, but you should review Board Policy 07-01. This can be found on the Board's website at www.sos.ga.gov/pplb/pels.

Section 2: Record of Education

If you have ever applied to this Board before, indicate what type of registration you applied for. If you obtained your EIT in Georgia, then you have indeed applied before. If your application and fee was returned to you, then it was never logged into our database, and in this case, you would answer "No".

Transcripts must be sent from all colleges attended, whether you graduated or not. If your post-secondary education was earned in the US or its territories, transcripts must be sent to you in a sealed envelope for you to include in your application packet to the Board with your application. Some Colleges and Universities will not send the transcript to you. If this is the case, include a note along with your complete application package to inform the Board that the College or Universities will be forwarding the transcript(s) directly to the Board office.

Applicants whose post-secondary education was earned outside the US are required to provide an evaluation of such education to the Board. It must be performed by an agency approved by the Board. The approved agencies may be found on the Board's website at www.sos.ga.gov/pplb/pels. Include with the evaluation a notarized copy of your transcript to the Board, which includes all coursework earned, the degree granted, and the date your degree was conferred. 3) If it is not in English, include a certified English translation, also notarized.

Section 3: Experience

Please complete columns entitled: Company Name, Your Title, Part Time, From, To, and Total Months. The rest of the page is "For Board Use Only."

Account for all post-secondary (post high school) engagements in chronological order beginning with your first held position. Beginning dates should indicate month and year.

Identify part time work and indicate number of hours per week.

All gaps (in college, employment, etc.) must be identified on the appropriate form. This includes non-engineering work, unemployment, sabbaticals, incarceration, gaps between high school and college, or between college and first engagement, etc. If you did not go directly into college from high school, then account for time since high school graduation.

If you are applying under O.C.G.A. 43-15-8(3), not having acquired an engineering degree, related science degree, or ABET accredited technology degree, you must describe your experience using the Professional Engineer endorsement forms. Forms may be downloaded from our website: www.sos.ga.gov/plb/pels.

Section 4: References

All applications must include at least five references who are not related by blood or marriage, of whom at least three (3) of the references must be registered professional engineers (It is not required that they be registered in Georgia). The name of each reference must be accompanied by a SIGNATURE, in ink.

Section 5: Affidavit

The photo should be a clear head and shoulder shot, and may be black & white or color photograph. Digital photos are accepted. Photo should fit in the space provided.
Application MUST be signed and officially notarized.

Note:

See Fee Schedule for appropriate fee and be sure to enclose a check or money order. Checks should be made payable to *Secretary of State*. If fee is not attached, application will be returned.

Deadlines

Deadline date is for the complete application. All supporting documentation and information must be received before an application is considered complete. If they are not received by the deadline date, you may not be considered until the next scheduled exam. *It is the applicant's responsibility to assure receipt of required documentation.*

December 1st is the deadline for the April examination.

June 1st is the deadline for the October examination.

Revised 04/09



Georgia Board of Registration for
Professional Engineers and Land Surveyors
237 Coliseum Drive
Macon, GA 31217-3858
Telephone: (478) 207-2440
Fax: (866) 888-9718
Web Site: www.sos.ga.gov/plb/pels

APPLICANT - PLEASE COMPLETE, SIGN, AND ATTACH TO YOUR APPLICATION

AUTHORIZATION FOR RELEASE OF INFORMATION

I do hereby authorize a review and full disclosure of all records concerning myself to any duly authorized agent of the Georgia Bureau of Investigation, whether such records are of a public, private or confidential nature.

The intent of this authorization is to give consent for full and complete disclosure of all records of my driver's history, criminal history, educational background, military personnel records, records of military service, records of commercial or retail credit agencies (including credit reports and/or rating), records of the Georgia Department of Revenue, as well as U.S. Veterans Administration records, records of Department of Human Resources Child Support Enforcement, and employment and preemployment records (including background reports, polygraph reports and charts, efficiency ratings, complaints or grievances filed by or against me), and records of local, state, and federal criminal justice agencies.

This information is to be used to assist the Secretary of State's Professional Licensing Boards Division in determining my qualifications and fitness to be licensed as a _____. This authorization will remain in effect until cancelled by me in writing.

I hereby release you, your organization, and others from any liability or damage which may result from furnishing the information requested above.

A photocopy of this release form will be as valid as an original, even though the photocopy does not contain the original writing of my signature.

I have read and fully understand the contents of this Authorization for Release of Information.

Full Legal Name

Printed Signature

Residence Street Address

Aliases or Maiden Name

City, State, Zip

Sex

Race

Social Security Number

Date of Birth

Date of this Authorization

I UNDERSTAND THAT FAILURE TO AUTHORIZE THIS WAIVER AUTHORIZATION FOR RELEASE OF INFORMATION WILL PROHIBIT THE CONDUCT OF THE REQUIRED BACKGROUND INVESTIGATION AND I WILL NO LONGER BE A CANDIDATE FOR A STATE LICENSE.

Release of Information
04/09

Form C

DOCUMENTATION TO DETERMINE QUALIFIED ALIEN STATUS

Please check the box which applies to your status. You must provide copies of the required documentation as an attachment to this form.

Alien Lawfully Admitted for Permanent Residence:

- _____ - INS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card")
- _____ - Unexpired Temporary I-551 stamp in foreign passport or on INS Form I-94

Asylee:

- _____ - INS Form I-94 annotated with stamp showing admission under §208 of the INA
- _____ - INS Form I-688B (Employment Authorization Card) annotated "27a.12(a) (5)"
- _____ - INS Form I-766 (Employment Authorization Document) annotated "A5"
- _____ - Grant letter from the asylum office of INS
- _____ - Order of an immigration judge granting asylum

Refugee:

- _____ - INS Form I-94 annotated with stamp showing admission under §207 of the INA
- _____ - INS Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"
- _____ - INS Form I-766 (Employment Authorization Document) annotated "A3"
- _____ - INS Form I-571 (Refugee Travel Document)

Alien Paroled Into the U.S. for at Least One Year:

- _____ - INS Form I-94 with stamp showing admission for at least one year under §212(d) (5) of the INA

Alien Whose Deportation or Removal Was Withheld:

- _____ - INS Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (10)"
- _____ - INS Form I-766 (Employment Authorization Document) annotated "A10"
- _____ - Order from an immigration judge showing deportation withheld under §241 (b) (3) of the INA

Alien Granted Conditional Entry:

- _____ - INS Form I-94 with stamp showing admission under §203 (a) (7) of the INA
- _____ - INS Form I-688B (Employment Authorization Card) annotated "274a.12 (1) (3)"
- _____ - INS Form I-766 (Employment Authorization Document) annotated "A3"

Cuban/Haitian Entrant:

- _____ - INS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6
- _____ - Unexpired temporary I-551 stamp in foreign passport or on INS Form I-94 with the code CU6 or CU7
- _____ - INS Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under §212(d) (5) of the INA

Alien Who Has Been Battered or Subjected to Extreme Cruelty:

- _____ - INS petition and appropriate supporting documentation

Name of Applicant _____

License Number or Applicant for what type of license _____

(i.e. Professional Engineer, EIT, Land Surveyor, LSIT, Geologist, etc.)